

Safe Schools Data Collection and Reporting

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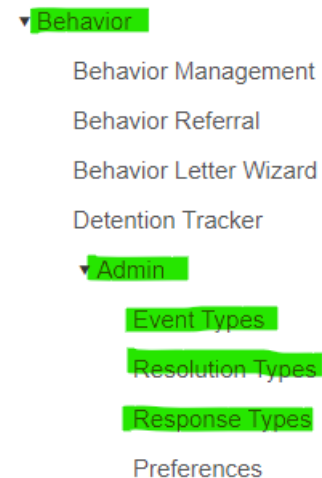
Audience and Resources

- Audience:
 - District Safe Schools Administrators
 - School Principals
 - Staff within schools responsible for student behavior data entry
- Resources:
 - [2021-2022 Data Standards – Behavior](#) (updated 7/01/2021)
 - KDE's [Safe Schools Data Collection and Reporting](#) website
 - [Behavior Data Standards Overview Webinar Series](#)
 - [KRS 158.444](#) – reporting of discipline data statute
- Communications are sent to District Safe Schools Administrators designated in Person Role Manager through KDE Web Applications.

Behavior Administration

PATH: Behavior | Admin

- Event Types - pre-populated by KDE
- Resolution Types – maintained by district; any local resolutions meeting definition of state resolutions must be mapped appropriately for reporting purposes
- Response Types – used in tracking responses to restraint or seclusion resolutions



State Resolution Codes

- SSP1 – Expelled with Services
- SSP2 – Expelled without Services (not allowed for a student with an IEP)
- SSP3 – Out of School Suspension
- INDR – In-District Removal
- INSR – In-School Removal
- SSP5 – Corporal Punishment
- SSP7 – Physical Restraint
- SSP8 – Seclusion
- IAES1 – Unilateral Removal by School Personnel (for drug or weapon offenses or serious bodily injury) *Special Education only*
- IAES2 – Removal by Due Process Hearing Officer (for likely injury to the child or others) *Special Education only*

Behavior Resolution Type Detail

School District Wide Code

*Name

*Alignment

*Start Date End Date

Category Minor

☐ Allow attendance

State Resolution Code (Mapping)

No State Resolution Code (Mapping)

IAES - Unilateral Removal by School Personnel - SPED only

IAES - Removal by Hearing Officer - SPED only

In-District Removal

In-School Removal

Expelled, Receiving Services

Expelled, Not Receiving Services

Out of School Suspension

Corporal Punishment

Restraint

Seclusion

Sub-Type

Expulsion

- **Expelled, with Services (SSP1)**
 - Removal resulting in student withdrawal from school of attendance
 - Criteria defined by local board of education
 - Student continues to receive educational and IEP-related services
 - Student marked absent for any day services not received – eligible up to 177 days SEEK adjustment
- **Expelled, without Services (SSP2)**
 - Removal resulting in student withdrawal from school of attendance
 - Criteria defined by local board of education
 - Student does not receive educational services
 - Not allowable resolution for students with disability
 - Student marked absent every day of expulsion – eligible up to 177 days SEEK adjustment

Suspension and Corporal Punishment

- Out-of-School Suspension (SSP3)

- Student removed from regular educational setting

- Barred from school for specified duration

- Resolution start/end date and times must match attendance start/end date and times

- Considered unexcused absence – up to 10 days eligible SEEK adjustment

- Corporal Punishment (SSP5)

- Physical punishment of student

- Resolution should only be active if district board policy defines and allows corporal punishment

Removals

- Removal from regular educational setting
- Continue to receive educational and IEP-related services
- Remain under direct supervision of school personnel
- Includes instructional and non-instructional time
- In-School Removal (INSR)
 - Placement in program or setting within same school
 - Example: ISS – In school suspension, time-out
- In-District Removal (INDR)
 - Placement in an off-site alternative program or other school

Restraint and Seclusion

- Restraint (SSP7)

A personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely

- Seclusion (SSP8)

The involuntary confinement of a student alone in a room or area from which the student is prevented from leaving

Reference [704 KAR 7:160](#)

Restraint and Seclusion resolutions require data entry of Behavior Response – reference Section E of Behavior Data Standards

Data Entry – Incident Detail

PATH: Behavior | Behavior Management Tool

Reference Section B - Behavior Data Standards

- Enter the date and time the incident occurred
- Ensure required (red) fields are accurate
 - Date and Time of Incident
 - Context
 - School sponsored event, during school hours
 - School sponsored event, during school hours
 - Non-school sponsored event, during school hours
 - Non-school sponsored event, not during school hours
 - Behavior Event Location

Incident Detail Information
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: <input type="text"/>	Status <input type="text"/>	Submitted Date: <input type="text"/>
*Alignment	Title <input type="text"/>	Submitted By: Administrator, System <input type="text"/>
Discipline <input type="text"/>		
*Date of Incident <input type="text"/>	*Time of Incident <input type="text"/>	Damages <input type="text"/>
*Context <input type="text"/>		\$ 0.00
		Context Description <input type="text"/>
*Behavior Event Location <input type="text"/>		Location Description <input type="text"/>

Data Entry – Event Detail

Reference Section C - Behavior Data Standards

- Select appropriate *Event Type* from drop list
- Select indicator if the event results in a *Call to Police*
- Select indicator if *School Resource Officer* is involved in event.
- Select indicator if student is referred to a *Court Designated Officer* as a result of the event

The screenshot shows a form titled "Event Details" with a dark blue header. Below the header, there is a red label "*Event Type:" followed by a white dropdown menu with a downward arrow. Below this, there are five checkboxes arranged in two rows. The first row contains "Call Police", "Violence Indicator", "School Resource Officer", and "Gang Related". The second row contains "Court Designated Worker". The labels "Call Police", "School Resource Officer", and "Court Designated Worker" are highlighted with green boxes.

Indicator	Field Label
<input type="checkbox"/>	Call Police
<input type="checkbox"/>	Violence Indicator
<input type="checkbox"/>	School Resource Officer
<input type="checkbox"/>	Gang Related
<input type="checkbox"/>	Court Designated Worker

Data Entry – Participant Detail

Reference Section C - Behavior Data Standards

- Search and apply student to behavior
- Select applicable legal sanctions
 - Arrest
 - Charges
 - Civil Proceedings

Harassment or Bullying events require participant entry of victim to meet Civil Rights Data Collection (CRDC) requirements

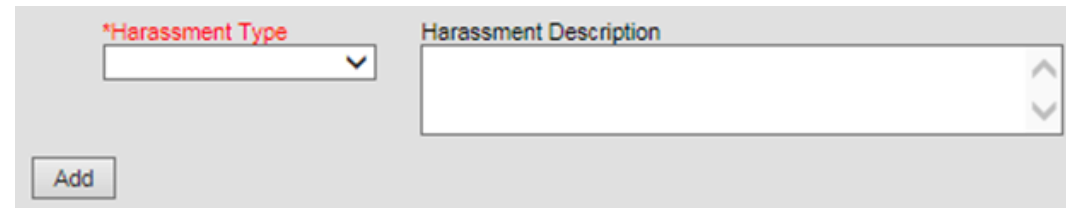
Red Exclamation beside student name indicate student has an active IEP

The screenshot shows a web-based form titled "Participant(s) Details". At the top, there is a checkbox that is checked, with the text "(Uncheck to exclude participant.)" next to it. To the right of this is another checkbox labeled "Display on Portal" which is unchecked, and a button labeled "Hide Details". Below these are three fields: "Role:" with a dropdown menu showing "Offender", "Demerits" with an empty text box, and "*Relationship to School" with a dropdown menu showing "1: Current Student". The next row contains "Injury" with a dropdown menu showing "1: No Injury", "Injury Description" with an empty text box, and "Medical Service Provided:" with an unchecked checkbox. Below these is a section labeled "Details:" followed by a large empty text area with a vertical scrollbar on the right. At the bottom of the form, there are three checkboxes labeled "Arrest", "Charges", and "Civil Proceedings", all of which are currently unchecked.

Data Entry - Harassment Type

Events of bullying or harassment require selection of *Harassment Type* in Participant Detail

- Color
- Disability
- National Origin
- Race
- Religion
- Sex
- Sexual Orientation
- Other



The screenshot shows a data entry form with a light gray background. On the left, there is a dropdown menu labeled '*Harassment Type' in red text. Below the dropdown is a small 'Add' button. To the right of the dropdown is a text area labeled 'Harassment Description' in blue text. The text area has a vertical scrollbar on its right side.

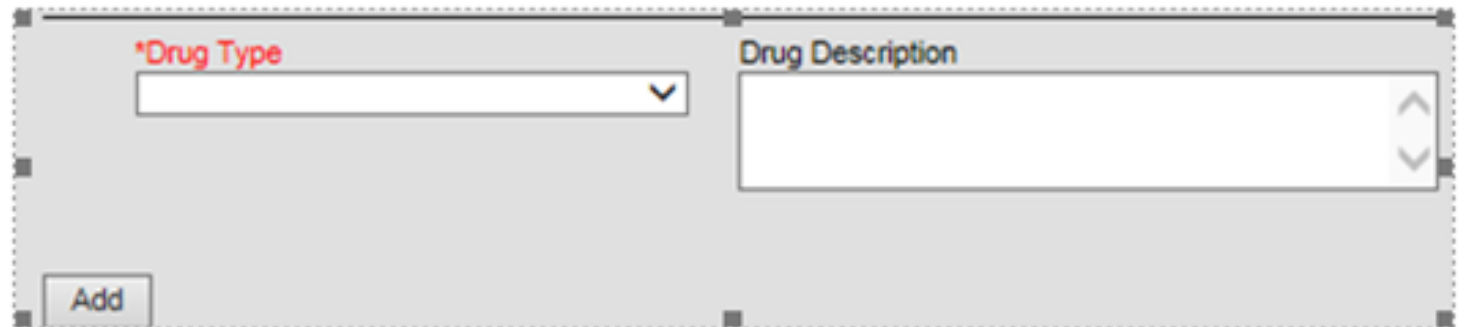
Use the *Add* button to record multiple harassment types

Data Entry - Drug Type

Events of drug, alcohol or tobacco require selection of *Drug Type* in Participant Detail

- Ensure events of tobacco use, possession or distribution have drug type of *Tobacco/Nicotine Product* or *Nicotine Vapor Products* selection
- Ensure events of alcohol use, possession or distribution have drug type of *Alcohol* selection
- Ensure events of drug do not have *Tobacco*, *Nicotine* or *Alcohol* selections

Use the *Add* button to record multiple drug types



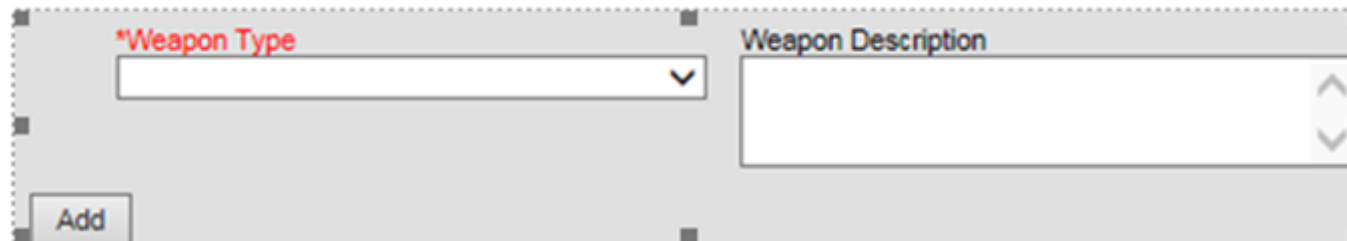
The screenshot shows a data entry form with two main fields: '*Drug Type' and 'Drug Description'. The '*Drug Type' field is a dropdown menu with a downward arrow. The 'Drug Description' field is a text area with upward and downward arrows. Below these fields is an 'Add' button. The form is enclosed in a dashed border.

Data Entry - Weapon Type

Events of weapon use, possession or distribution require selection of *Weapon Type* in Participant Detail

- Weapon types of handgun, shotgun/rifle and destructive devices are reported to the US Department of Education annually

Use the *Add* button to record multiple weapon types



The screenshot shows a data entry form with two main fields: '*Weapon Type' and 'Weapon Description'. The '*Weapon Type' field is a dropdown menu with a downward arrow. The 'Weapon Description' field is a text area with upward and downward arrows. Below the '*Weapon Type' field is an 'Add' button. The form is enclosed in a dashed border.

Data Entry – Resolution Detail

Reference Section D - Behavior Data Standards

- Select *Resolution Type* from drop list
- Local resolutions mapped to a state resolution code require start/end dates and times
- The dates and times calculate to the hundredth of the day in the *Duration in School Days* field
- The *Duration in School Days* populates the *Resolution Length* in the Safe Schools report and is used for special education discipline reporting
- Review AM/PM designations for start and end times
- Resolutions ending at the close of school day should have an end date and time of that school day, not the beginning of school the next day
- Review overlapping state resolutions, for example an In-School Removal should not overlap an Out-of-School Suspension

Resolution Details

*Resolution Type: ISD: In-School Detention

State Code: INSR: In-School Removal Category: Minor

*Resolution Assign Date: 03/03/2020 Resolution Start Date: 03/03/2020 Resolution Start Time: 12:52 PM Resolution End Date: 03/05/2020 Resolution End Time: 3:00 PM

Duration in School Days: 2.21

Data Entry – Response Detail

Reference Section E - Behavior Data Standards

- Resolution of restraint or seclusion requires a corresponding restraint or seclusion behavior response
- Response of restraint or seclusion response requires a corresponding restraint or seclusion resolution

Utilize Safe Schools warning 2 and warning 5 to data quality issues pertaining to restraint or seclusion resolutions and responses.

Safe Schools Report

- PATH: KY State Reporting | Safe Schools
- Ensure appropriate staff in district and school have access to generate report
- KDE recommends generating the report to address errors and warnings on a quarterly basis
- Extract safe school data to use for monitoring and analysis of school safety and needed student interventions

Data Uses

- School Report Card
- Data provided to The Kentucky Center for School Safety and the Office of Education Accountability within the Legislative Research Commission annually
- Federal reporting of discipline and removals of students with disabilities
- Federal reporting of behavior incidents involving weapons

Reporting Timeline

- May 1: Safe School data verification window opens
- May 1 – June 30: Schools and districts should generate error/warning report for Safe Schools; work to resolve all errors and review/resolve warnings; generate .csv file verifying accuracy of data produced
- June 30: Safe School data verification window closes
- June 30: Superintendent and Director of Special Education verification of data accuracy required
- July 1: KDE extracts data from the Safe Schools Report from IC Reporting Warehouse
- July 15: Aggregate Safe School data will be available for district and school review via the secure School Report Card
- July 31: District and school review of the aggregate school report card must be complete

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